

Department of Social and Health Services  
Olympia, Washington

**ELIGIBILITY A-Z MANUAL REVISION**

Revision #	<b>515</b>
Category / Section	<b>Certification Periods A – Basic Food</b>
Issued	<b>July 17, 2006</b>
Revision Author	<b>John Camp</b>
Division	<b>Division of Employment and Assistance Programs</b>
Mail Stop	<b>45470</b>
Phone	<b>(360) 725-4616</b>
Email	<b><a href="mailto:Campjx@dshs.wa.gov">Campjx@dshs.wa.gov</a></b>

**REMOVE**

Program Summary I – Washington Basic  
Food Program - (Basic Food)

Entire Section

**INSERT**

Program Summary I – Washington Basic  
Food Program - (Basic Food)

Entire Section

**Summary**

**CLARIFYING INFORMATION**

Added information to describe when the system will match cash review periods to Basic Food certification periods to match review end dates and minimize duplication of six month reports. - *Now known as mid-certification reviews.*

If we approve Basic Food first:

- **And there are at least six months left** in the Basic Food certification period, ACES sets the mid-certification review and eligibility review end dates for the new cash / medical benefit to match dates for Basic Food.
- **And there are less than six months left** in the Basic Food certification period, the system *will not change* the certification period end date for Basic Food. ACES sets a 12-month review period with the mid-certification review due at six months for the new cash / medical benefit. Review end dates and mid-certification reviews *will not match*.

[Manual process to match review periods and mid certification reviews:](#)

When the system does not automatically match the mid-certification review and review end dates because there are less than six months in the certification period, staff can match these dates by initiating a review for Basic Food. This will prevent duplicate mid-certification reviews.

If we approve cash / family medical first:

- ACES extends the current cash / medical review periods to match the certification period end date for Basic Food.
- ACES sends the mid-certification review for all programs that require a report in month five of the certification/review period. This mid-certification review is due in month six.

**Policy Clarifications:** Policy Clarification #1677 is rescinded with publication of this revision.